

Team Room History

PURPOSE

This document shows the detailed procedure in checking team room history in the system.

WHY IS THIS IMPORTANT?

The team room is an instant messaging service within the CS Lucas system that users can have near real-time conversation which are archived.

PROCEDURE



1. From the CS Lucas main menu, click the Welcome Tab.
2. Select Team Room.

Team Room			
Refresh		New	
Close		Show Closed Team <input type="checkbox"/>	
	Team Name 		New Messages 
<input type="checkbox"/>	Testing	Members	
<div>1-6 <- 1 >- 50 </div>			

3. Click the Team Name to check.

Team Room History

Team Name: Testing

From Date: 17/11/2019 To Date: 20/11/2019

Attachments:
 No file selected.
 No file selected.
 No file selected.

No records found.

4. Type in the From Date and the To Date to check.

5. Click Refresh Button.

6. Messages sent within the Team Room will be displayed below.

Team Room History

Team Name: Testing

From Date: 17/11/2019 To Date: 20/11/2019

Attachments:
 No file selected.
 No file selected.
 No file selected.

B I U abc X₂ X²

A A

List icons

Quote icon

Link icon

Styles

Format

Font

Size

Cut Copy Paste Undo Redo

Align icons

Color icons

Background color icon

Link icon

dev01@12dl2d.com 20 Nov 2019 11:29 AM	1111
dev01@12dl2d.com 20 Nov 2019 11:29 AM	hello

7. If a response is needed, type in the message on the blank field. Attachments can also be sent.

8. Click Send. The message will be displayed below.

Team Room History

Team Name	Testing		
From Date	17/11/2019	To Date	20/11/2019
Attachments	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.

B I U abc x₂ x² ↗ A+ A- [List Icons] Styles Normal (...) Font Size

dev01@12dl2d.com 20 Nov 2019 11:30 AM	Have you thought about this?
dev01@12dl2d.com 20 Nov 2019 11:29 AM	1111
dev01@12dl2d.com 20 Nov 2019 11:29 AM	hello



Send

Team Name

Testing

17/11/2019

To Date

20/11/2019



Attachments

Browse...

No file selected.

Browse...

No file selected.

Browse...

No file selected.

A screenshot of the Google Docs toolbar. It includes icons for bold (B), italic (I), underline (U), text color (abc), background color (X2), insert link (X2), insert image (img), undo (A-), redo (A+), bulleted list, numbered list, decrease indent, increase indent, link (chain), unlink (chain with X), link text (link icon), unlink text (link icon with X), link in new tab (link icon with external link), unlink in new tab (link icon with external link and X), styles (dropdown menu), normal (dropdown menu), font (dropdown menu), and size (dropdown menu).

dev01@12dl2d.com 20 Nov 2019 11:30 AM	Have you thought about this?
dev01@12dl2d.com 20 Nov 2019 11:29 AM	1111
dev01@12dl2d.com 20 Nov 2019 11:29 AM	hello

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Launching New Team Room

Amending Team Room

[Create New Team Room](#)

CHANGE HISTORY

Date	By	Changes
15-Feb-2008	-	Created
7-Sep-2017	Clarissa	Reformatted. Rewritten.
20-Nov-2019	Lyra	Updated Screenshots.